



# Premium Libraries

The Intertek Alchemy standard library includes a comprehensive catalog of training courses covering workplace safety, food safety, human resources, operations, life skills, and more. Clients can supplement their standard course library by adding Premium Libraries.

Each of the libraries listed below can be added for an additional annual fee for each worksite. Your Intertek Alchemy representative can provide more detail on pricing.

# The Alchemy of Leadership

*(English, Spanish, & Canadian French)*

This eLearning library teaches new and emerging supervisors the soft skills they need to manage people effectively and be successful leaders. The topics below have two courses each to introduce and reinforce these leadership essentials.

## Communication

- Active Listening
- Communication Basics
- Difficult Conversations
- Good First Impression
- Providing Constructive Feedback
- Receiving Feedback

## Performance Management

- Anger Management
- Dealing with Difficult People
- Disciplinary Action
- Giving a Performance Evaluation
- Handling Employee Complaints
- How to Conduct an Interview

## Leadership

- Behaving Like a Leader
- Building Trust
- Engaging Employees
- Follow Up and Follow Through
- Managing Change
- Valuing Differences

## Teamwork

- How to Delegate
- Motivating Yourself and Others
- Teamwork

# State-mandated Workplace Harassment Training

*(English & Spanish)*

The standard Alchemy course library includes valuable training courses on harassment, diversity, inclusion, and more. But certain states have additional regulations governing the training requirements for workplace harassment. This Premium Library covers those mandated legal requirements set forth for the following states:

- California
- Connecticut
- Delaware
- Illinois
- New York

# Suicide Prevention: Question, Persuade, Refer

*(English)*

This eLearning course can save lives by ensuring everyone can recognize signs of suicidal behavior and what to do. Alchemy is donating proceeds to QPR Institute to support their life-saving mission.

- Suicide Prevention:  
Question, Persuade, Refer

# Microsoft & Business Skills

(English)

Use this eLearning library to provide professional development opportunities to your employees. Most of the 200+ English courses come with subtitles in 25+ languages. Below are the software and topics covered.

- Microsoft/Office 365: 21 courses
- Microsoft Excel: 50 courses
- Microsoft Word: 21 courses
- Microsoft PowerPoint: 21 courses
- Microsoft Outlook: 15 courses
- Other Microsoft Applications: 27 courses
- Non-Microsoft Applications: 8 courses
- Business Skills: 36 courses
- Communication Skills: 13 courses
- Safety & Compliance: 12 courses

# Food Safety Professional

(English)

14.5 hours of advanced eLearning courses for professionals who administer, participate, or contribute to food safety programs.

- Environmental Monitoring Program
- Risk Assessment
- Verification & Validation

# FDA Training

(English)

Developed by International Food Protection Institute (IFPTI) for the FDA. These are the exact same courses FDA uses to train their Investigators. This 19-course library can provide supervisors/managers clarity on regulatory requirements and the focus of FDA inspections.

- Allergens
- Biological Hazards
- Biosecurity
- Environmental Hazards
- HACCP
- Imports
- Inspections, Complaints, & Enforcement
- Integrated Food Safety System
- Investigation Principles
- Labeling
- Personal Safety
- Preventive Controls
- Public Health Principles
- Recalls
- Regulatory Foundations
- Sampling
- Sanitation Practices
- Traceability
- Transportation

# ABA Baking Basics 101

*(English & Spanish)*

This eLearning course and exam from American Bakers Association introduces the fundamentals for new baking facility employees to hone their craft.

- ABA Baking Basics 101

## Burmese

These courses covering workplace safety, food safety, animal welfare, and HR have been accurately translated into Burmese. Courses are available as eLearning or Player group-based training.

### Food Safety

- Basic Facility Defense
- Basic Facility Defense — REFRESHER
- Dangerous Microorganisms in Food Manufacturing
- Food Allergens: Introduction
- Food Allergens: Proper Handling
- Food Allergens: Proper Handling — REFRESHER
- Food Safety Standards: Introduction
- Foodborne Illness: Prevention
- HACCP: Overview
- HACCP: Overview — REFRESHER
- Handwashing: Effective Techniques
- Handwashing: Effective Techniques — REFRESHER
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Preventing Food Contamination

### Animal Welfare

- Humane Practices for Live Birds Processing
- Unloading and Receiving Pigs at Processing Facilities

### Workplace Safety

- Ammonia Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Emergency Preparedness
- Ergonomics
- Hearing Protection
- Lift Truck Safety Awareness
- Lift Truck Safety Awareness — REFRESHER
- Lockout/Tagout Procedures
- Lockout/Tagout Procedures — REFRESHER
- Machine Guarding
- Personal Protective Equipment (PPE)
- Slips, Trips, and Falls

# Burmese (Continued)

## Human Resources

- Anger Management
- Appropriate Behavior in the Workplace
- COVID-19 Overview
- Diversity & Inclusion
- Proper Workplace Conduct
- Sexual Harassment
- Social Skills in the Workplace
- Workplace Harassment and Discrimination
- Workplace Violence

## Alchemy Resources

- Group Training: Learner Basics, Remotes

# Haitian Creole

These courses covering workplace safety, food safety, animal welfare, and HR have been accurately translated into Haitian Creole. Courses are available as eLearning or Player group-based training.

## Food Safety

- Basic Facility Defense
- Basic Facility Defense – REFRESHER
- Cleaning and Sanitizing: Wet Environments
- Environmental Monitoring: Basics
- Food Allergens: Introduction
- Food Allergens: Proper Handling<sup>1</sup>
- Food Fraud: Introduction
- Food Safety Standards: Introduction & SQF
- Foreign Material Exclusion: Overview
- Foreign Material Exclusion: Employee Role
- HACCP: Overview<sup>1</sup>
- Hand Washing: Effective Techniques
- Hand Washing: Effective Techniques – REFRESHER
- Listeria: Understanding its Dangers to Food
- Maintenance GMPs
- Personal Hygiene: Basics
- Personal Hygiene: Basics – REFRESHER
- Pest Control: Effective Practices
- Preventing Food Contamination
- Preventive Controls: Overview

## Animal Welfare

- Humane Euthanizing Practices for Poultry
- Humane Practices for Live Bird Processing
- Poultry Welfare During Transportation and Receiving
- Proper Catching and Handling Methods

<sup>1</sup>: These Haitian Creole course are using the shorter "Refresher" course version from the English-language course library.

# Haitian Creole (Continued)

## Workplace Safety

- Ammonia Awareness
- Ammonia Accident Prevention and First Aid
- Basic First Aid
- Bloodborne Pathogens
- Combustible Dust
- Confined Spaces: Basics
- Emergency Preparedness
- Fire Extinguishers: Introduction
- Fire Prevention and Protection
- GHS: Safety Data Sheets
- GHS: Safety Data Sheets – REFRESHER
- Hearing Protection
- Lift Truck Safety Awareness
- Lockout/Tagout Procedures
- Lockout/Tagout Procedures – REFRESHER
- Machine Guarding
- Personal Protective Equipment (PPE)
- Slips, Trips, and Falls

## Human Resources

- Active Shooter Readiness
- Americans with Disabilities Act
- Appropriate Behavior in the Workplace
- Preventing Illness at Work and at Home
- Sexual Harassment
- Workplace Violence

# Somali

These courses covering workplace safety, food safety, animal welfare, and HR have been accurately translated into Somali. Courses are available as eLearning or Player group-based training.

## Food Safety

- Basic Facility Defense
- Basic Facility Defense — REFRESHER
- Dangerous Microorganisms in Food Manufacturing
- Food Allergens: Introduction
- Food Allergens: Introduction — REFRESHER
- Food Safety Standards: Introduction
- Foodborne Illness: Prevention
- HACCP: Overview
- HACCP: Overview — REFRESHER
- Handwashing: Effective Techniques
- Handwashing: Effective Techniques — REFRESHER
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Preventing Food Contamination

## Animal Welfare

- Humane Practices for Live Birds Processing
- Unloading and Receiving Pigs at Processing Facilities

# Somali (Continued)

## Workplace Safety

- Ammonia Awareness
- Bloodborne Pathogens
- Emergency Preparedness
- Ergonomics
- Hearing Protection
- Lift Truck Safety Awareness
- Lift Truck Safety Awareness — REFRESHER
- Lockout/Tagout Procedures
- Lockout/Tagout Procedures — REFRESHER
- Machine Guarding
- Personal Protective Equipment (PPE)
- Slips, Trips, and Falls

## Human Resources

- Anger Management
- Appropriate Behavior in the Workplace
- Diversity & Inclusion
- Proper Workplace Conduct
- Social Skills in the Workplace
- Workplace Harassment and Discrimination
- Workplace Violence

## Alchemy Resources

- Group Training: Learner Basics, Remotes

# Swahili

Coming in late 2025. These courses covering workplace safety, food safety, animal welfare, and HR have been accurately translated into Swahili. Courses are available as eLearning or Player group-based training.

## Food Safety

- Basic Facility Defense
- Food Fraud: Introduction
- Hand Washing: Effective Techniques
- Personal Hygiene: Basics

## Workplace Safety

- Back Injury Prevention
- Emergency Preparedness
- Ergonomics
- Fire Extinguishers: Introduction
- GHS: Introduction
- Hearing Protection
- Heat Exhaustion
- Machine Guarding
- Personal Protective Equipment (PPE)
- Slips, Trips, and Falls

## Human Resources

- Active Shooter Readiness
- Diversity & Inclusion
- Proper Workplace Conduct
- Sexual Harassment

# Vietnamese

These courses covering workplace safety, food safety, animal welfare, and HR have been accurately translated into Vietnamese. Courses are available as eLearning or Player group-based training.

## Food Safety

- Basic Facility Defense
- Basic Facility Defense – REFRESHER
- Cleaning and Sanitizing: Dry Environments
- Cleaning and Sanitizing: Wet Environments
- Contamination, Adulteration, and Tampering: Introduction
- Dangerous Microorganisms in Food Manufacturing
- E. coli: Controlling It in Food Manufacturing
- Environmental Monitoring: Basics
- Food Allergens: Introduction
- Food Allergens: Introduction – REFRESHER
- Food Allergens: Proper Handling
- Food Fraud: Introduction
- Food Safety Standards: Introduction
- Food Safety Standards: Introduction and SQF
- Foodborne Illness: Prevention
- FSMA: Introduction
- HACCP: Overview
- HACCP: Overview – REFRESHER
- Hand Washing: Effective Techniques
- Personal Hygiene: Basics
- Personal Hygiene: Basics – REFRESHER
- Pest Control: Effective Practices
- Preventative Controls: Overview
- Preventing Food Contamination
- Sanitation Theory: Overview
- Visitor Procedures
- Waste Management Procedures and Proper Disposal
- Water Hose Safety

## Workplace Safety

- Ammonia Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Chemical Safety: Introduction
- Cold Stress
- Combustible Dust
- Confined Spaces: Basics
- Conveyor Safety
- Electrical Safety
- Emergency Preparedness
- Ergonomics
- Face Masks
- Fall Protection
- Fire Extinguishers: Introduction
- Fire Prevention & Protection
- GHS: Introduction
- GHS: Labels
- GHS: Labels – REFRESHER
- GHS: Pictograms and Hazards
- GHS: Pictograms and Hazards – REFRESHER
- GHS: Safety Data Sheets
- GHS: Safety Data Sheets – REFRESHER
- Hand and Power Tools
- Hearing Protection
- Heat Exhaustion
- Knife Safety Basics
- Ladder Safety
- Lift Truck Safety Awareness
- Lift Truck Safety Awareness – REFRESHER
- Lockout/Tagout Procedures
- Machine Guarding
- Pallet Trucks: Operator Safety
- Personal Protective Equipment (PPE)
- Respirators: Introduction
- Slips, Trips, and Falls



# Vietnamese (Continued)

## Human Resources

- Appropriate Behavior in the Workplace
- Bullying
- COVID-19: Overview
- Cyber Security
- Diversity & Inclusion
- Family and Medical Leave Act
- Proper Workplace Conduct
- Sexual Harassment
- Social Skills in the Workplace
- Substance Abuse
- Workplace Harassment and Discrimination
- Workplace Etiquette
- Workplace Violence

## Alchemy Resources

- Group Training: Learner Basics, Remotes

# Transportation: Supervisors

(English)

These eLearning courses meet Federal Motor Carrier Safety Act (FMCSA) legal requirements for supervisors of CDL drivers.

- Reasonable Suspicion: Alcohol
- Reasonable Suspicion: Drugs

# Transportation: Drivers

(English; \*indicates 59 courses with Spanish subtitles)

150+ eLearning courses to help you meet DOT and FMCSA training requirements. Courses cover driver safety, defensive driving, warehouse safety, and more for heavy trucks, box trucks, cars, and light duty trucks.

- Accident Procedures
- Air Brakes<sup>2</sup>
- Ammonia Awareness\*
- Automobiles - Avoiding Fixed Objects\*
- Automobiles - Defensive Driving\*<sup>2</sup>
- Avoiding Fixed Objects\*
- Avoiding Fixed Objects - Medium Duty Truck
- Avoiding Roadside Collisions
- Back Injury Prevention\*
- Backing and Docking - Medium Duty Truck<sup>2</sup>
- Backing and Docking Enhanced\*<sup>2</sup>
- Basic Vehicle Controls
- Bloodborne Pathogens\*
- Box Cutting\*
- CARB
- CDL Basics
- COVID-19 What Drivers Need to Know\*
- CSA Overview
- Cargo Handling
- Cargo Securement<sup>2</sup>
- Communication - Medium Duty Truck\*
- Communication Enhanced
- Confined Space

2: These courses are available in both eLearning and group-based classroom training with Alchemy Player. Remaining courses are eLearning only.

# Transportation: Drivers (Continued)

(English; \*indicates 59 courses with Spanish subtitles)

- Coupling Uncoupling\*<sup>2</sup>
- Customs Security Awareness
- DVIR Pre Post Trip Inspections
- Defensive Driving - Medium Duty Truck<sup>2</sup>
- Defensive Driving Enhanced<sup>2</sup>
- Driver Disqualifications<sup>2</sup>
- Driver Distractions\*
- Driver Distractions - Medium Duty Truck
- Driver Qualifications\*
- Driver Wellness\*
- Drug and Alcohol Awareness
- Drug and Alcohol Clearinghouse - What Drivers Need to Know<sup>2</sup>
- Emergency Maneuvers
- Emergency Response Plans\*
- Environment
- Fatigue Management\*
- Fatigue Management - A Guide for Families
- Fifth Wheel
- Fire Prevention\*
- Flatbed Safety
- Forklift Fundamentals\*
- Forklift Operations\*
- Forklift Propane and Battery Replacement\*
- Fuel Island Procedures
- Fuel Management
- Hand Truck Safety\*
- Hazard Awareness\*
- Hazard Awareness - Medium Duty Truck
- Hazmat Communication Rules
- Hazmat Driving and Parking Rules\*
- Hazmat Loading and Placarding
- Hazmat Security Awareness
- Heat Illness\*
- Hours of Service
- Hours of Service - No Sleeper<sup>2</sup>
- Hours of Service Updated Provisions - 2020
- IBT - Avoiding Fixed Objects
- IBT - Backing and Docking
- IBT - Basic Vehicle Controls
- IBT - Defensive Driving
- IBT - Driver Distractions
- IBT - Fatigue Management
- IBT - Hours of Service
- IBT - Intersections
- IBT - Left Turns
- IBT - Pre-Trip Inspection
- IBT - Rear End Collision Avoidance
- IBT - Right Turns
- IBT - Space Management
- IBT - Speed Management
- IBT - Winter Driving
- Identification and Diagnosis of Malfunctions
- Intermodal Equipment Inspections
- Introduction to Electronic Logging Devices
- Ladder Safety (Transportation)\*
- Lane Changes and Intersections\*<sup>2</sup>
- Lift Gate Safety\*
- Lockout Tagout
- Log Books<sup>2</sup>
- Longer Combination Vehicles
- Mounting and Dismounting
- Night Driving<sup>2</sup>
- Night Driving - Medium Duty Truck
- Pallet Jacks\*
- Parking Lots
- Personal Protective Equipment\*
- Pre-Trip Inspection Without Exercises\*
- Pre-Trip Inspections Enhanced\*<sup>2</sup>
- Preventative Maintenance
- PRO-DEFENSE - MDT - An Approach to Safe Driving\*
- PRO-DEFENSE - MDT - Distractions\*
- PRO-DEFENSE - MDT - Effective Communication\*
- PRO-DEFENSE - MDT - Essential Planning\*
- PRO-DEFENSE - MDT - Evaluating Space\*

2: These courses are available in both eLearning and group-based classroom training with Alchemy Player. Remaining courses are eLearning only.

# Transportation: Drivers (Continued)

(English; \*indicates 59 courses with Spanish subtitles)

- PRO-DEFENSE - MDT - Fatigue Management\*
- PRO-DEFENSE - MDT - Navigating Hazards\*
- PRO-DEFENSE - MDT - Speed Management\*
- PRO-DEFENSE An Approach to Safe Driving\*
- PRO-DEFENSE Distractions\*
- PRO-DEFENSE Effective Communication\*
- PRO-DEFENSE Essential Planning\*
- PRO-DEFENSE Evaluating Space\*
- PRO-DEFENSE Fatigue Management\*
- PRO-DEFENSE Navigating Hazards\*
- PRO-DEFENSE Speed Management\*
- Railroad Safety
- Rear End Collision Avoidance
- Rear End Collision Avoidance - Medium Duty Truck
- Road Rage<sup>2</sup>
- Roadside Inspections\*
- Rollover Prevention
- Safe Lifting\*
- Safe Lifting Driver
- Safe Operation of Manual Pallet Jacks\*
- Safe Operation of Trailer Doors\*
- Safely Raising and Lowering Landing Gear
- Sanitary Transportation Act - What Drivers Need to Know
- Seat Belts<sup>2</sup>
- Seat Belts - Medium Duty Truck
- Security Awareness
- Skid Control
- Sleep Apnea
- Slips, Trips and Falls\*
- Space Management - Medium Duty Truck
- Space Management Enhanced\*
- Space Management Workshop
- Speed Management - Medium Duty Truck<sup>2</sup>
- Speed Management Enhanced<sup>2</sup>
- Spill Response
- Summer and Mountain Driving
- Tanker Pre-Trip<sup>2</sup>
- Tanker Rollovers
- Terminal Trucks
- Tire Chains - HDT MDT
- Trailer Loading/Unloading Procedures
- Transporting Lithium Batteries\*
- Trip Planning
- Truckers Against Trafficking\*
- Urban Driving - HDT
- Urban Driving - MDT
- Visual Search
- Visual Search - Medium Duty Truck
- Whistle Blower Protection\*
- Winter Driving<sup>2</sup>
- Winter Driving - Medium Duty Truck
- Winter Driving - No Chains<sup>2</sup>
- Workplace Awareness\*
- Yard Driving Skills<sup>2</sup>

2: These courses are available in both eLearning and group-based classroom training with Alchemy Player. Remaining courses are eLearning only.